

ACTION ACCELERATORS

Collaborate Across Boundaries & Engage the Distributed Workforce

Right-sized content, focused on a single topic for leaders and team members who collaborate from a distance. Instructor-led, live online. See Standard Learning Journey at bottom of page for process details.

Action Accelerator: How to...	Summary Description
Give Feedback from a Distance	Learn how to observe others' actions and behaviors from a distance in order to (a) provide constructive feedback, and (b) support virtual colleagues in responding to a request for a change in behavior
Tame the Online Meeting Monster	Techniques for planning the meeting, keeping people on track, building agreements, and completing with clear and practical action plans
Engage Everyone in Hybrid Meetings	Facilitative techniques for focusing attention, including everyone, generating ideas, and noting ideas on a common visual display
Lead with Purpose & Empathy	Learn how successful leaders connect with virtual team members, increase psychological safety, foster personal accountability, and share responsibility for success
Raise & Address Difficult Subjects	Techniques for initiating difficult conversations, helping colleagues say what's on their minds, and develop team norms for addressing hard topics

Standard Learning Journey (2-4 Weeks)

Step 1 15 minutes	Step 2 120 minutes	Step 3 Time Varies	Step 4 120 minutes
Self-Paced Orientation Read the course overview, answer a few questions, & begin to focus expectations on the upcoming Knowledge Acquisition.	Knowledge Acquisition Instructors present a framework and tools, then demonstrate how to use them. <i>(Group size: up to 60)</i>	Practice at Work Return to work with an assignment to apply what you've learned	Practice Lab Report back on your experience. Practice. Receive feedback from IA coaches and peers. <i>(Group size: up to 10)</i>